PART 6 - EXHIBIT M

RISK MANAGEMENT

This Exhibit M provides a thorough list of the types of activities and facilities that should be addressed in a viable Risk Management Plan. Bidders should use this as a guide and make sure that their proposed Risk Management Plan is in line with this exhibit and the lengthy discussion on Risk Management in the Draft Contract. If there are sections or references here or in the contract that do not apply to the operation being proposed by the bidder then those areas may be omitted. However, all bidders must be aware that Reclamation retains the right to make adjustments to any proposed Risk Management Plan proposed if it is felt to be inadequate. Such changes, if necessary, will be made during the final adjustment process for final eventual contracts and contract exhibits on any proposal selected as a successful bid.

A. CONCESSIONAIRE SELF-INSPECTION REQUIREMENTS

The concessionaire is required to conduct an annual documented inspection of all equipment, facilities, visitor activities, and work processes to determine compliance with established safety and occupational health regulations. The concessionaire must keep inspection records for a minimum of 3 years. These records must include the following information: date of inspection, name of facility/building, identified deficiencies/hazards, classification of deficiencies, abatement date or action plan to correct deficiencies, and name of person conducting inspection.

[NOTE: This list should be amended to include any items that are of particular importance to the concession operation proposed by a winning bidder(s).]

The following is a list of common items that must be inspected and issues that must be addressed by the Concessionaire:

- Fire extinguishers. (Have they been inspected?)
- Fire breaks and reduction of fuels within concession assigned areas.
- Emergency exits. (Are they signed, clear of obstructions, unlocked, etc.?)
- Employee rights posted on bulletin boards.
- Right to know stations (material safety data sheets [MSDS] for the work unit).
- General housekeeping.

- Extension cords. (Are they used properly? They should not be used as permanent wiring.)
- Access to electrical panels. (Access should not be blocked. There should be a clear area 3 feet in front of panels.)
- Warning signs. (Signs such as wet floor, restricted area, ice on walkway, etc., should be posted.)
- Flammable and hazardous materials labeled and stored properly.
- Safety guards on equipment. (Table saws, circular saws, belt guards, etc., should have safety guards; bench grinders should have three guards: tool rest, throat guard, and eye guard.)
- Tripping hazards.
- Checklist for Concessionaire Self Inspection –

The following is a checklist of items that must be inspected as a part of the Concessionaire Self-Inspection Program (Some may not be applicable for all operations and may just be noted with an NA when an inspection occurs):

1. Aboveground fuel storage tanks
- a. Secondary containment around tanks
- b. Venting for tanks
- c. Sources of ignition

2. Building maintenance
- a. Laundry chute doors
- b. Clothes dryer vents
- c. Elevators
- d. Door locks
- e. Occupant load signs
- f. Floor diagrams
- g. Fans guarded
- h. Light bulbs guarded
- i. Fire walls and partitions
- j. Floor openings guarded
- k. Covers and guardrails
- l. Emergency eye wash
- m. Lavatories
- n. Rodents and insects
- o. Food and toxics stored together
- p. Headroom – 7 feet
- q. Floor load rating

3. Compressed air tanks
- a. Installation
- b. Belts guarded
- c. Drains provided
- d. Drained routinely
- e. Pressure gage

4. Compressed gas
- a. Hazard identification
- b. Labeling requirements
- c. Storage location
- d. Storing
- e. Securing cylinders
- f. Valve protective caps
- g. Emergency plan requirements
- h. Oxygen stored next to highly combustible material

5. Detection systems
- a. Local alarm required
- b. Local alarm functional
- c. Auxiliary alarms functional
- d. Single station detectors functional
- e. Trouble signals
- f. Secondary power supply
- g. Detector condition and testing
- h. Automatic door closures functional
- i. Pull boxes

6. Electrical

a. Ground fault circuit interrupters (GFCI) provided as required
b. Service properly grounded
c. Appliances grounded
d. Equipment grounded
e. Over current protection
f. Receptacle faceplates
g. Covers on outlet boxes
h. Covers on switches
i. Junction boxes covered
j. Circuit breakers accessible
k. Circuit breaker location
l. Circuit breakers identified
m. Unused openings
n. Location of switchboards
o. Electrical panel clearance
p. Plugs and connectors
q. Flexible cords
r. Equipment firmly secured
s. Outdoor receptacles weatherproof
t. On/off switches identified
u. Cords damaged or deteriorated
v. Ground prong missing
w. Temporary wiring used as permanent wiring
x. Unused openings in boxes or cabinets
y. Receptacles and junction boxes with cover plate
z. Light switch cover plates

7. Emergency lights

a. Batteries
b. Lights functional
c. Testing and records
d. Required

8. Emergency procedures

a. Use of first aid firefighting equipment
b. Employees instructed on duties
c. Employees drilled on duties
d. Fire exit drills

9. Exit signs

a. Illumination
b. Signs blocked
c. Signs missing
d. “No exit” signs

10. Exits

a. Visibility
b. Exits unobstructed
c. Locked
d. Marked
e. Storage in exit ways

11. Fire extinguishers

a. In service
b. Inspection tag
c. Monthly inspection
d. Halon extinguisher inspections
e. Annual maintenance
f. 6-year maintenance
g. Hydrostatic test
h. Fully charged
i. File record
j. Manual pulls labeled
k. Training
l. Halon safety training
m. Adequate distribution
n. Obstruction
o. Correct rating and type
p. Height of mounting
q. Tamper seals and pins

12. Fire/smoke doors

a. Doors blocked or obstructed
b. Automatic release functional
c. Operating hardware functional
d. Clearance between door and frame
e. Clearance between door and sill
f. Smoke seals
g. Repair of doors
h. Fusible links
i. Self closures
j. Swing direction

13. Hand and portable power tools

a. Guards
b. Electric tools GFCI protected
c. Electric tools and receptacles grounded

14. Heating appliances

a. Air filters
b. Portable heaters

15. Hoists, cranes, lift trucks

a. Inspection
b. Preventive maintenance
c. Rated load marked
d. Cranes idle – less than 6 months
e. Cranes idle – more than 6 months
f. Crane hook safety latch
g. Hoist chains inspected

16. Housekeeping

a. Work areas maintained in clean, orderly condition
b. Work areas free of obstruction
c. Aisle and passageway clearance
d. Tripping hazards identified and marked
e. Storage in egress or unobstructed exit way
f. Ice or snow on exterior steps
g. Trash removal
h. Ash disposal
i. Dirty rag storage
j. Control of nonsmoking areas
k. Control of smoking debris
l. Proper storage of flammable liquid and gas
m. Safety cans
n. Food storage
o. Interior decorations
p. Clearance below sprinkler heads
q. Seating and table arrangements
r. Air nozzles
s. Fire lanes
t. Combustible storage
u. Flammable liquids in offices
v. "Jerry" cans prohibited
w. Flammable liquid storage room ventilation
x. Safety cans required
y. Light bulbs guarded
z. Floors in dry condition

17. Kitchens and hood systems

a. Hood and ducts clean
b. Inspection certificate
c. Grease filters installed
d. Fusible links replaced annually
e. Extinguishing system in service
f. Access to manual release
g. Instructions for manual operation
h. 6-month inspection record
i. Grease trap provided
j. Deep fat fryer installation
k. High limit control for deep fat fryer

18. Ladders, scaffolds

a. Inspection and maintenance
b. Safety feet

19. Liquefied petroleum gas yards and portable containers

a. Location of containers
b. Facilities
c. Firm foundation
d. Separated from flammable liquids
e. Venting
f. Shutoff valves
g. Tanks painted
h. Container condition
i. Protection of container accessories
j. Protection from tampering
k. Combustibles in yard
l. Fire extinguisher required
m. Requalification

20. Machinery and equipment

a. General safeguarding
b. Point of operation safeguarding
c. Reset switches
d. Machines anchored
e. Grinding wheel tool rest
f. Ripsaws

21. Other

a. Occupational Safety and Health Administration (OSHA) required postings
b. MSDS
c. Required labeling
d. Hazard communication program
e. Hazardous materials inventory

22. Plans

a. Disaster preparedness
b. Chemical emergencies and SPCC
c. Fire evacuation
d. Training

23. Radial saws

a. Adjustable stop
b. Automatic return
c. Upper hood
d. Nonkickback device

24. Ramps and platforms
- a. Strength
- b. Surfaces
- c. Handrails and toeboards

25. Sprinkler suppression systems
- a. System in service
- b. Waterflow alarm devices
- c. Antifreeze systems
- d. Air supply
- e. Inspection, test, and maintenance records
- f. Control valves open and secured
- g. Sprinkler temperature ratings
- h. Spare sprinkler heads
- i. Valve identification tags
- j. Fire department connection

26. Stairs
- a. Lighting
- b. Tread surfaces
- c. Handrails

27. Standpipe systems
- a. Systems in service
- b. Supply valves open
- c. Maintenance
- d. Testing

28. Water heaters
- a. Water heater accessible
- b. Heater location
- c. Storage near heater
- d. Relief valve provided
- e. Relief valve installation
- f. Venting

29. Welding
- a. Ventilation system provided
- b. Area screened

30. Woodworking equipment
- a. Automatic restart

31. Fall protection
- a. Required for 6 feet or more

2. Questions for Employees:

Have you read the company's Risk Management Plan?

Have you received safety orientation training?

Have you received training on how to do your job safely?

Have you received training on personal protective equipment?

Do you know where the Material Safety Data Sheet (MSDS) station for your work unit is?

Have you been trained to read an MSDS?

Have you been trained to recognize hazardous materials?

Have you been told about the hazardous materials you use in your job?

Have you been instructed to protect yourself while using hazardous material?

Have you been told how to report a hazardous material spill?

Have you been told how to report an accident in which you or a visitor is involved?

Is there a system for reporting hazards? Have you used it?

Have you been told about park-related hazards (high water, wildlife, etc.)?

Does your work unit have safety talks? If so, how often and how long are the talks; what are the subjects of the talks?

B. CONCESSION RISK MANAGEMENT PROGRAM TRAINING REQUIREMENTS

[NOTE: These requirements may not be applicable to all concession operations. The bidder should take into consideration the particular business operation proposed and amend the training requirements accordingly.]

The following are safety training requirements for concessionaire personnel:

1. Top Management

Year 1

Introduction to OSHA – 1 hour
Fire Safety – 1 hour
Laws Relating to Safety and Health – 1 hour

Year 2

Public Health – 1 hour
Industrial Health – 1 hour
NFPA Life Safety Code 101 – 2 hours

Year 3

Conducting Safety and Health Inspections – 1 hour
Managing a Motor Vehicle Fleet Safety Program – 1 hour
Emergency Operations – 1 hour
Stress Management – 1 hour

Year 4

Occupational Diseases – 2 hours
Hazardous Materials – 2 hours

Year 5

Refresher Training – Subjects to be determined based on current needs

2. Supervisors

Year 1

Introduction to OSHA – 1 hour
Fire Safety – 2 hours
Laws Relating to Safety and Health – 1 hour
Public Health – 3 hours
Industrial Health – 1 hour
NFPA Life Safety Code 101 – 2 hours

Year 2

Conducting Safety and Health Inspections – 4 hours
Managing a Motor Vehicle Fleet Safety Program – 2 hours
Emergency Operations – 2 hours
Stress Management – 1 hour

Year 3

Hazardous Materials – 2 hours
Writing Safety Inspection Reports – 1 hour
Job Safety Analysis – 2 hours

Year 4

Refresher Training – Subjects to be determined based on current needs

3. Safety Specialist

40 hours initial training
OSHA – 40 hours

8 hours annually (minimum)

Year 1

Managing a Risk Management Program – 40 hours

Year 2

Industrial Hygiene – 20 hours

Year 3

Accident Investigation – 32 hours

Year 4

NFPA Life Safety Code 101 – 32 hours

4. General Employees

Introduction to OSHA – 1 hour
Company Risk Management Program – 1 hour
Fire Safety – 1 hour
Blood-Borne Pathogens – 1 hour
Materials Handling – 1 hour
Aids in the Workplace – 1 hour
Fire Extinguisher Operations – 1 hour
Kitchen Safety – 1 hour

5. Safety Committee Members

Introduction to OSHA – 1 hour
Company Risk Management Program – 1 hour
Fire Safety – 1 hour
Blood-Borne Pathogens – 1 hour
Aids in the Workplace – 1 hour
Conducting Safety Inspections – 2 hours
Industrial Hygiene – 2 hours

C. RISK MANAGEMENT PROGRAM

[NOTE: The bidder should develop a Risk Management Program as a part of the proposal. Reclamation will insert the bidder's proposed Risk Management Program in this section once it has been approved by Reclamation. It will then become part of the concession contract.]

Exhibit M Approved Effective: _____

UNITED STATES OF AMERICA

By: _____

Area Manager, Bureau of Reclamation

CONCESSIONAIRE

By: _____

Title: _____